***Annex L: Brief on the call for proposal***

***and***

***Points to consider during the development of the proposal***

The **Youth Economic Empowerment in Palestine (YEP)** intervention aims to address the lack of economic prospects for Palestinian youth, including vulnerable youth and young women, by empowering them to access decent employment opportunities. The Intervention is part of the larger “Palestinian Youth Empowerment Programme”, funded by the EU Neighbourhood Instrument and to be implemented through complementary interventions led by UNFPA, Sharek Youth Forum in partnership with the Centre for Youth Economic Empowerment, and Enabel in Palestine. The Overall Objective of the Palestinian Youth Empowerment Programme is to improve Palestinian youth’s contribution to economic, social and public life.

**The general objective of the intervention is:**

“Enhance Palestinian young people's employability and economic empowerment.”

**The specific objective of the intervention is:**

“Young women and men are better equipped to access inclusive and decent employment opportunities.”

Under **the second result**, **which is the *focus of this call,* continuous learning opportunities** will be supported to enhance the employability of unemployed graduates of vocational training and higher education institutions, as well as of employed youth. Short-term specialized TVET courses adapted to the needs of the labour market, will create **new technical/vocational upskilling and reskilling pathways**, allowing youthly graduates and workers to acquire specific, new or complementary technical competencies and/or transversal skills, and ultimately increase their career opportunities. As such, the Intervention aims to address persistent and specific skill gaps in the labour force and help youth to better adapt to fast-changing work environments and occupational requirements characterizing the 21st century economy.

**In this project, continuous learning** opportunities will be supported to enhance the employability of unemployed graduates of vocational training and higher education institutions, as well as employed youth. Short-term specialized TVET courses adapted to the needs of the labour market, will create new technical/vocational upskilling and reskilling pathways, allowing youth graduates and workers to acquire specific, new or complementary technical competencies and/or transversal skills, and ultimately increase their career opportunities.

Under this call, ***upskilling*** targets employees that are already working in a similar field, but through upskilling they want to increase the sustainability of their employment and/or improve their career options. ***Reskilling*** targets unemployed (or employed) youth (including those graduated from higher education and TVET institutions) in changing careers tracks by broadening their current skills-set with a new skills-set.

As such, the project should aim to address persistent and specific skill gaps in the labour force and help youth to better adapt to fast-changing work environments and occupational requirements characterizing the 21st century economy. The project should support a **strong involvement of the private sector in identifying training needs,** as well as the design, implementation, and evaluation of the training programmes, while promoting coordination of lifelong learning opportunities at the policy level through advocacy and collaboration with the TVET Commission, its board members and other development partners.

The **work-based learning approach** should be used to design and implement the activities under this call. **Work-based learning (WBL)** is a set of instructional strategies that engages employers and training institutes in providing learning experiences for students. WBL activities are structured opportunities for students to interact with employers or community partners either at TVET center, at a worksite, or virtually, using technology to link students and employers in different locations.

The purposes of WBL activities are to provide an opportunity for students to practice their learnt skills in the workplace, build student awareness of potential careers, facilitate student exploration of career opportunities, and begin student preparation for careers. WBL should be **integrated with classroom learning** to help students draw connections between coursework and future careers.

It is crucial that applicants identify private sector partners from the design stage to ensure all parties agree to participating in the WBL approach. Applications should outline a list of planned partners. MoUs or other agreements between different parties in the WBL approach should be signed between the parties by the proposal stage of the application.

The **expected overarching outputs of the second result area of the YEP Intervention[[1]](#footnote-2)** are:

* At least 550 unemployed graduate and employed youth have participated in up- or reskilling for TVET through a **work-based learning approach** (of which at least 40% women);
* At least 15 curricula upgraded (or developed in case needed to develop new ones), integrating and applying the Complex-Task-Approach principles, and accredited by the MoL, when relevant.
* At least 30 trainers trained on upgraded (or new) curricula.
* 80% of beneficiary youth are absorbed in the labour market six months after completing a training programme. A tracer study will be conducted by Enabel to measure this indicator.
* Knowledge on decent work, inclusion and environmental considerations of private sector companies in the targeted sectors of selected private sector companies are increased as well as included in the developed/ upgraded curricula and in training of trainers’ program. This training is essential for all targeted youth.
* Occupational Safety and health training is delivered to youth if needed depending on proposed sector.
* All beneficiaries shall be introduced to the 21st Century Skills in cooperation with Enabel supported innovation hubs. Topics and number of hours shall be determined based on the target group background and need.

**Grant amount**

Any grant application under this Call for Proposals must fall between the following amounts:

* Minimum 70.000 EURO (seventy thousand euro)
* Maximum of 90.000 EURO (ninety thousand euro)

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests in agreement with the applicant, and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

**Admissibility of applicants [applicant and co-applicant(s)]**

**Applicant**

1. To be admissible for grants, the applicant must satisfy the following conditions:

a) be a legal person; and

b) be a local non-profit private entity or a foundation; and

c) be a Private Sector Umbrella Organization (PSUO); and

d) be established in Palestine; and

e) be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and

f) must have an active bank account for the past 24 months; and

g) must have audited financial statements (income statement and balance sheet) of the last two closed financial years

The applicant must act with at least and **only *one co-applicant.***

**Co-applicant(s)**

The call for proposal must be submitted by two actors: **one lead applicant** who applies together with **one selected training provider** as co-applicant. The proposal can target only one geographical region.

The co-applicant must satisfy the admissibility criteria which apply to the applicant itself.

However, instead of the categories cited under “applicants” “(c), (f), (g)”, they must also belong to the following categories:

a) be a legal person; and

b) be a local non-profit private entity or a foundation; and

d) be established in Palestine; and

e) be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and

h) The co-applicant must be a TVET provider[[2]](#footnote-3), accredited by the Ministry of Labour

**The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.**

**Duration**

The initial planned duration of an action may not be less than 8 months, nor exceed 10 months.

* Please note that based on the minimum and maximum accepted grant request under this call for proposals, the minimum accepted grant request is 70,000 euro with the target of at least 100 youth while the maximum is 90,000 euro with the target of at least 129 youth.

**Points of attention to be considered in the application/ proposal**

* **Implementation of short-term TVET up- and reskilling training programmes**

**What?**

* The training programme for all selected participants should start with the **21st Century Skills training.** This training must be delivered for all selected beneficiaries/ youth in cooperation with Enabel supported innovation hubs. The applicant is supposed to coordinate and budget this activity during the proposal writing and prior to proposal submission. We recommend an average of 10 training hours in selected topics based on the need of the target group. Annex U has the detailed contact information. Please ensure in the proposal to highlight the proposed 21st century skills that will be covered in the training.
* **Selected youth will consequently access short-term technical training programmes of 30 to 70 hours** in the technical and vocational areas identified based on labour market needs with 15-20 trainees per group. The trainings should be organized by those co-applicants that have expertise in delivering the specific training content. The application shall be tailored considering the capacity of the private sector.
* The technical training at the VTC/ selected co-applicant needs to be enriched by the **employer-based training part.** The two training parts (one part at the VTC (selected co-applicant) and one part at the employer) are interlaced to allow maximal cross-fertilisation between the two training locations[[3]](#footnote-4), if the situation allows.
* Employed trainees can do their employer-based training with their own employer, if possible.
* Training on decent work should be included for all trainees and employers.
* Training on Occupational Safety and Health should be provided depending on the proposed sector.

**How?**

* Propose a number of graduates enrolled in the programme that is realistic and has an acceptable **cost-ratio per graduate. The expected average (taking both reskilling and upskilling participants into account, though one is likely cheaper than the other) maximum cost per participant is 700 Euro from the total budget. So, for example, if you are requesting 70,000 Euro (total budget including management and structure cost), this means that the applicant must target at least 100 beneficiaries (700 euro / beneficiary)**
* The proposal must highlight the definition of the proposed fields/technical trainings shall be clearly identified in terms of up- or re-skilling activities, specific target group, a clear implementation plan for the proposed activities per group including the WBL unless it is proved that it is not needed.
* Reskilling courses should include a focus on the Work Based Learning approach. At least 30% of the total hours shall be addressed to cover the WBL activities.
* Upskilling courses may not be followed with Work Based Learning activities but rather with coaching and supervising from their current employer – considering that for the upskilling we are targeting employed workers-.
* Ensuring competent coaches and trainers for the different types of trainings, coaching and follow-up - with experience in working with vulnerable groups - is essential.
* Specific services supporting social inclusion and equitable access (i.e. services responding to specific needs of vulnerable graduates such as additional transportation arrangements, flexible working hours, day care services for young mothers, specialized counselling or psychosocial support preventing/mitigating the risk of drop-out, community sensitization, accessibility…).
* Ensure a meaningful participation of the private sector in all stages (identification, design, implementation and assessment) of the training programme.
* Provision of insurance against accidents and work-related injuries for graduates and on-the-job trainers and coaches, provision of protective wear, Occupational Health and Safety trainings, knowledge of decent work concept, equipment and other measures adhering to the national standards.
* Ensure proper financial management of the grant.
* Regular overarching monitoring of the quality and progress of the different parts of the training programmes, as well as of the satisfaction of the trainees, employers and other stakeholders. Develop evaluation tools and plan to support this process. Analyse the results in function of adjustments to the running process, as well as for collecting lessons learned for future projects.
* Develop a brief communication plan that covers the proposed communication activities. Please ensure accommodating your plan about how you will utilize communication to contribute to achieving your end objective. This is expected to be shared by those selected before signing.
* Integrate new technology and/or innovations within different fields, if relevant and possible
* Include digitization aspects if applicable. **We highly encourage targeting focused digital skills such as graphic design, quality assurance, facility planning, warehouse management among others that would enhance the performance of the private sector**
* Prioritize environmental jobs or green jobs if promising in the sector
* The proposal must clarify the monitoring and evaluation activities, the role of the lead and co-applicants, the proposed tools, etc. Besides, Annex C of the Logical Framework must be carefully completed and aligned with the logframe of the YEP intervention.
* Lead applicants are expected to develop their proposal together with the co-applicant and with private sector companies that they aim to partner with in the project to ensure a transparent approach, including all partners’ needs and knowledge of the labour market and skills development.
* **Curriculum development or upgrading, and Training of Trainers (ToT)** on the curriculum, need to be budgeted by the grantees if needed. It should be clear in the proposal, what the status of the curriculum of the proposed fields is, if it follows the CTA (Complex Task Approach) and whether it requires modification. The applicant should identify the most relevant courses in their application, as well as the VTCs (selected co-applicant) that have the capacities to offer these courses. If the curriculum is available, it should be attached to the proposal. A ToT shall be considered if needed.
* **Outreach and awareness campaigns**. The applicant and its partnering co-applicant shall mobilise targeted unemployed and employed youth to participate in the training opportunities through outreach and awareness. They can e.g. use their existing networks, involve the career guidance and counselling platforms operated by the Employment Offices governed by the MoL, the Enabel innovation hubs, as well as reaching out through alumni networks and community awareness sessions. Essential is to deploy strategies to ensure mobilization of vulnerable youth groups and young women. PSUOs need to ensure proper outreach to private sector companies whose workers are in need of up- or reskilling.
* **Assessment, certification and accreditation**: As the accreditation of training programmes of this nature fall under the responsibility of the MoL, the MoL TVET Directorate or equivalent should be mobilized to provide licensing, if relevant and possible for the training involved. Official MoL accreditation of curricula and certification of trainees should be achieved, following the ‘comply or explain’ principle: the PSUO-VTC (selected co-applicant) takes care of accreditation and certification in consultation with the other stakeholders, unless there is a valid reason not to. If not possible, a reasonable alternative should be offered that does not limit the trainees’ chances of sustainable (self-)employment.

The PSUOs and their VTC- selected co-applicant need to explore the assessment criteria and procedure, as well as the certification process in collaboration with the private sector representatives, and in consultation with the TVET commission to ensure harmonization with other qualification frameworks. Evaluation of learning outcomes will be carried out by joint committees involving the TVET directorate, the PSUOs.

* **Demonstrate the capacity of the PSUO to manage the up- and re-skilling trainings** (from selection to preparation, matching and actual implementation and coaching), and more specifically attention for:
* Experience in project cycle management, including a **dedicated** project manager/coordinator for the project. The roles and responsibilities of the proposed team must be clearly developed and shared.
* **Sufficient and competent Human Resources** and a clear organisational set-up, especially for the finance and accounting department, and ensuring an overall segregation of duties. As well as for ensuring overarching trainee follow-up, ideally by one and the same coach or mentor throughout all parts of the training for maximal trust building and support, especially for the vulnerable trainees.
* Fair and transparent HR recruitment practices. **The process of the recruitment shall be clearly defined in the proposal for each proposed position and if the staff member is already employed, the CV must be attached to the proposal.**
* The existence of an anti-corruption and fraud policy;
* **Demand driven training:** To effectively reduce the skills mismatch, the skills needed in the labour market should be primarily defined by the private sector.
* **Applicants should do their own analysis of labour market needs, with the private sector in the driver’s seat.** This should include a clear overview of vacancies in the private sector, skills needed to fill those vacancies and skills needed to improve private sector performance. The **assessment needs to be attached to the proposal.**
* Demonstrate the absorption capacity of the proposed private sector companies in targeted sectors. Therefore, we expect a list of potential companies/ host employers with vacancies to be attached ensuring the trainees/graduates can be absorbed both for the WBL, as well as for employment after the training.
* Proposed target sectors need to be based on the shared applicant's assessment of the labour market involving participation of all key stakeholders in the proposed project (PSUO, private sector companies and VTCs/ selected co-applicant).
* A preliminary list of private sector companies who will host trainees should be identified in the proposal document. The strength of the partnership and level of cooperation between partners will be evaluated and will contribute to decision making on successful applications.
* Lead applicants are expected to develop their proposal together with the co-applicant and with private sector companies that they aim to partner with in the project to ensure a transparent approach, including all partners’ needs and knowledge of the labour market and skills development.
* **Target group:** The direct beneficiaries of the project are youth between **(18-29) years old**, including vulnerable youth especially young women.

Please note that based on the minimum and maximum accepted grant request under this call for proposals, the minimum accepted grant request is 70,000 euro with the target of at least 100 youth, while the maximum is 90,000 euro with the target of at least 129 youth. The applicant can choose to address only upskilling or only reskilling or combine both under the target that matching their requested budget, but the costing must be logical.

* **Reskilling**

Reskilling actions should target unemployed (or employed) youth (including those graduated from higher education and TVET institutions) in changing careers tracks by broadening their current skills-set with a new skills-set.

* **Upskilling**

Upskilling actions should target employed youth who want to improve their employment quality and security by reinforcing their current skills.

As this is a reskilling and upskilling training program; participants are expected to have a clear interest and potential relevant and realistic to the training and economic sector that they will join.

* The project needs to ensure the participation of at least 50% of graduates classified as vulnerable youth, and at least 40% women.
* Vulnerable youth are those who face additional barriers to employment or are usually not sufficiently equipped to benefit from job placement programmes or entrepreneurship programmes.
* While the selection criteria will be further finetuned by the implementing partners and Enabel during the implementation of each of the respective projects through developing a targeting strategy for selected the beneficiaries, the following selection criteria for beneficiaries are proposed:
  + - Age and family size and structure (women breadwinners) and number of dependents
    - Geographical location
    - Economic Vulnerability and poverty levels
* A **fair selection of graduates** (targeting strategy) while ensuring meeting the vulnerability and age range **shall be shared in the proposal**
* The participants (unemployed and employed youth) need to be selected in such a way that they have sufficient skills at the start to allow them to reach the up- or reskilling objectives within the limited number training hours foreseen for these niche-trainings.
* Each applicant shall clarify in their proposal how they envision measuring the vulnerability of the beneficiaries and the participation of women.
* Ensure attention for **inclusion**:
  + - The gender-neutrality of the proposal to assure that the profiles envisaged are gender neutral or stimulating female employment. At least 40% of the graduates should be women.
    - Attention for vulnerable youth in the proposal and in the targeting strategy for graduates, as well as a strategy for preventing/mitigating the risk of dropping out of the program. At least 50% of the graduates should be vulnerable youth.
    - Attention for and access of people with disabilities in the proposal and in the up- and re-skilling training.
    - Securing decent work conditions for trainees during the WBL, ensuring that the place of training is of quality and promotes safety, security and protection is key, as well as specific needs of females and persons with disabilities.
* **Budget and financial planning**
* It is mandatory to complete Annex B, **the budget and the detailed sheet** where all budget lines need to be clearly illustrated. The budget should be prepared as (Result, Activity, and then Action or Sub activity).
* Alignment and consistency between the proposed activities and budget is a must. Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.
* Propose a number of graduates enrolled in the programme that is realistic and has an acceptable **cost-ratio per graduate; the expected maximum cost per beneficiary is 700 Euro from the total budget, for example if you are requesting 70,000 Euro (total budget including management and structure cost), this means that the applicant must target at least 100 beneficiaries considering that the cost for upskilling and reskilling trainings is different.**
* As the co-applicant must be an accredited provider by the MoL, the training shall be paid in accordance with the relevant law, e.i. if the trainer is an employee of the center, a percentage of his/ her salary will be covered based on the number of training hours. Trainers /Experts are not eligible to receive duplicate payments of salaries from Enabel grants. They are eligible to receive their salaries as per their contracts, while Enabel can cover part of the salary as per the time sheet (% of time allocated to conduct trainings). If the trainer works on the activities overtime, the basis of calculating the hourly rate is the governmental laws for TVET Centers or based on specific regulation approved and authorized by the Co-applicant’s ’ manual and policies. Therefore, for allowance and over-time payments: **Reference rules and regulations (from co-applicant) and calculation tables are required.**
* The percentage of the management cost Distributed among the budget and the structure cost shouldn’t be more than 30% of the total requested fund .

**The contracting-beneficiary may use the grant for the following three main cost categories:**

* ‘**Operational costs**’, which are the necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables. It concerns services, goods, staff, equipment and infrastructure needed for executing the action, including training, awareness-raising, study trips, workshops, studies and/or consultancy.
* ‘**Management costs**’, which are identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the grant;
* ‘**Structure costs**’, which are costs that are related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action. Structure costs are lump-sum and amount to maximum seven per cent (7 %) of operational costs. The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified.
* **Number of requests and Grant Agreements per applicant**

The applicant must act with only ***one co-applicant*** in accordance with the requirements below:

* The lead applicant may not submit one application targeting multiple regions under this Call for proposals
* The lead applicant may not submit more than one application under this Call for Proposals
* The lead applicant may not be awarded more than one Grant Agreement under this Call for proposals
* The lead applicant may not be at the same time a co-applicant in another application
* A co-applicant may be involved in more than one application under this Call for proposals
* A co-applicant may be awarded more than one Grant Agreement(s) per geographical area under this Call for Proposals.
* **Submission Guidelines**
* This is an annex to brief and summarize the requirements of the call. However, the main legal announcement and guidelines are the Applicants’s guidelines document will full information.
* Proposals must be submitted in accordance with the instructions in the application form attached to these guidelines (AnnexA).
* Applicants must submit their proposal in English
* **Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.**
* Clarifications will only be sought when the information provided is unclear and thus prevents the contracting authority from making an objective assessment.
* Handwritten proposals will not be accepted.
* The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.
* It should be noted that only the proposal, including the declaration of the applicant, the annexes which must be completed **(budget, logical framework)** and the annexes identified below will be evaluated.

In addition, Enabel will complete an **organisational assessment** following proposal selection and prior to contracting. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel’s posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. The organizational assessment focuses primarily on finance, procurement, organizational and administrative processes and provides a clear view on the performance of the assessed organizations in these areas.

**The following annexes must be attached to the proposal**

1. The statutes or articles of association of the applicant and any co-applicants
2. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last **two** closed financial year). Any co-applicants are not required to submit a copy of their financial statements.
3. The legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (ie the applicant and each of the possible co-applicants), accompanied by the supporting documents requested.

In section 2.8 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

Document 1: Public Law Legal Entity Form or Private Company Legal Entity Form

Document 2: Financial Identification Form

Document 3: Registration Certificate (applicant and co-applicant)

Document 4: Deduction at source Certificate (applicant and co-applicant)

Document 5: Active bank account for the past 24 months

Document 6: Audited financial statements (income statement and balance sheet) of the last **two** closed financial years

Document 7: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency

Document 8: Non-sentence Certificate from Ministry of Justice (for board members),

Documents 9: The Ministry of Interior registration of the Board.

Document 10: The declaration on honour Form (signed and stamped by applicant and co-applicant)

Document 11: The Integrity statement form (signed and stamped by applicant and co-applicant)

**Additional supporting annexes required with the proposal**

* A brief communication plan that covers the proposed communication activities. Please ensure accommodating your plan about how you will utilize communication to contribute to achieving your end objective.
* The curricula of the up-and reskilling targeted fields must be attached if available.
* HR recruitment process for the proposed staff, and CVs of available staff members must be attached
* A **fair selection of youth** (targeting strategy) while ensuring meeting the vulnerability and age range shall be shared in the proposal
* A preliminary list of private sector companies who will host trainees should be identified in the proposal document. The strength of the partnership and level of cooperation between partners will be evaluated and will contribute to decision making on successful applications.
* A needs analysis/ assessment of labour market needs and relevant skills needed to demonstrate the relevancy of the proposed programme/ training.
* For allowance and over-time payments: Reference rules and regulations and calculation tables are required.
* **Where and how to send proposals**

Proposals must be submitted in one original in A4 format

An electronic version of the proposal must also be provided. A **USB** containing this document and annexes will be placed, with the paper version, in a sealed envelope as indicated below. **The electronic file must be exactly the same as the attached paper version.**

The outer envelope must bear **the reference number and the title of the call for proposals**, the full name and address of the applicant, and the words "Do not open before the opening session".

Proposals must be submitted in a sealed envelope, sent by registered mail or by private express courier or delivered by hand (a signed and dated acknowledgment of receipt will be issued to the bearer in the latter case) at the address indicated below:

* East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
* Ramallah office: Royal Center, 7th Floor, Al Balou’, Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
* Gaza office: Al Rayes Plaza Building, 4th floor Victor Hugo street

Proposals sent by other means (eg by fax or e-mail) or delivered to other addresses will be rejected.

**Applicants must ensure that their files are complete. Incomplete files may be rejected.**

1. These are the overall results that shall be achieved with the support of all selected applicants under this call. Each successful applicant is expected to contribute to the achievement of these results depending on the number of target group, thematic fields and the requested fund. [↑](#footnote-ref-2)
2. The TVET provider can be a Vocational Training Centre (VTC) or non-profit training providers or NGO that has a TVET center accredited by the MoL. [↑](#footnote-ref-3)
3. When the trainee has encounters with the employment reality early on in the training, their perspective and motivation are positively increased. In addition, the questions the trainees bring back to the VTC will help the VTC to stay connected with current employment reality in the training field and even adjust their training programme if needed. [↑](#footnote-ref-4)